

**CONFIDENTIAL**

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19 DEC 1963

**MEMORANDUM FOR : Members, CIA Welfare Assistance Board**

**SUBJECT : Summary Report and Disbursement Authorizations**

1. Attached is a report prepared by the Executive Secretary, CIA Welfare Assistance Board, summarizing the financial assistance provided by the WAB during Fiscal Year 1963 and requesting Board approval of write-offs in seven cases. In addition, we have attached the recreation budget for Fiscal Year 1964 which includes a request for \$2,000 from the WAB. Your approval of the write-offs and the \$2,000 disbursement to the recreational activity is recommended.

2. You will be interested to know that approval has been granted for us to organize a formal Recreation Association. Heretofore, recreational activities in this Agency have been administered in an informal way. Under the new concept, the Association will have by-laws and duly elected Directors. One purpose of organizing this Association is to overcome the recurring problem of financing the various recreational activities which employees have either organized or are interested in organizing. In the past, we have been unable to do as much in the area of recreational activities as we have wished because of limited funds and personnel. With a formal Recreation Association, we should be able to develop various new means of obtaining additional revenue. For example, at the present time there are under [ ] employees associated with current recreational activities. As soon as we are able to conduct an Agency-wide membership drive, the new Recreation Association hopes to attract as many as [ ] each of whom will pay dues in order to join and avail themselves of the benefits and services which the Association can develop and make available to them. Dues, therefore, is one new source of revenue that becomes available with the new Association. Another source comes from other new activities which we hope to organize, such as vacation tours, ticket service, discount purchasing, etc.

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3. Consequently, if our hopes for the income-earning potential of the new Association are fulfilled, it may be possible to reduce substantially if not entirely the sum which is annually contributed by the WAB to recreational activities in this Agency. Until then, the contribution made annually by WAB to recreational activities is still essential, at least for the current period. At the same time, I am satisfied that the current request for \$2,000 will not deplete WAB financial assets and that this type of financial assistance to Agency employees can continue as it has in the past.

/s/ Emmett D. Echols  
Emmett D. Echols

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